

Dear Applicant:

Attached are the Qualification Summary, Examination Schedule, and a Benefits Summary for the position of Police Officer. Please pay particular attention to the qualifications as outlined in the Qualification Summary.

**Applications must be complete, correct and submitted on line to the City of Grapevine Personnel Department.** Resumes will not be accepted. Application deadline is Friday May 4, 2012.

Once your application has been submitted, it will be reviewed by a member of the Grapevine Police Department. Those applicants who meet the minimum qualifications will be contacted by e-mail. The e-mail will contain several attachments, including a Personal History Statement.

The original Personal History Statement plus 2 additional copies need to be returned **in person** to Sergeant Red Hollwedel (817-410-3203, [phollwed@grapevinetexas.gov](mailto:phollwed@grapevinetexas.gov)) at the Grapevine Police Department, located at 307 W. Dallas Road Grapevine Texas 76051 no later than **Thursday May 17, 2012 at 5:00 pm.**

In addition to the Personal History Statement you **must** submit **three** copies of each of the following required documents (see below) **and** produce an **Original** to verify authenticity of the copies – the original of all (except college transcripts) will be returned to applicant. **IF YOU ARE NOT HIRED, THE TRANSCRIPTS WILL NOT BE RETURNED.**

1. Proof of U.S. Citizenship (**Birth Certificate or proof of naturalization**).
2. Current Driver's License. If not a Texas license, the ability to obtain a Texas Driver's License upon employment.
3. A copy of your high school diploma or GED equivalent.
4. Copies of **all** College Transcripts (**1 Certified/Official College Transcript and 2 copies must be turned in with the Personal History Statement**).
5. Military discharge papers (DD214) **member 4 copy**, (if applicable).
6. Proof of TCLEOSE certification (if applicable).

**NOTE: INCORRECT/INCOMPLETE PERSONAL HISTORY STATEMENTS WILL NOT BE ACCEPTED. An original college transcript must be turned in with the Personal History Statement. If you do not have an original college transcript, the Personal History Statement will not be accepted and you will not be allowed to test.**

Parking is available at the rear of the Grapevine Police Department located at 307 W. Dallas Road, or across the street from the police department. Be sure your Personal History Statement & requested documents are prepared as requested to expedite this process.

Thank you for your interest in the Grapevine Police Department.

## **POLICE OFFICER QUALIFICATION SUMMARY**

**Candidates must possess one of the following qualifications at the time of application:**

1. 30 hours of college at an **accredited** college or university, **plus** (2) years current continuous employment in good standing with the City of Grapevine **OR**
2. 30 hours of college at an **accredited** college or university, **plus** (2) years active military service with an Honorable Discharge, **OR**
3. 30 hours of college at an **accredited** college or university, **plus** TCLEOSE license (Texas Peace Officer Certification), **OR**
4. Four year Bachelors degree from an **accredited** college or university, no police experience or certification required.

Applicants must possess all of the following:

**A valid Texas driver's license or be able to attain prior to employment, Proof of U.S. Citizenship (Birth Certificate or proof of naturalization), Honorable Discharge (DD 214) if you served in the U.S. Armed Forces (if applicable), Texas Peace Officer Certification/TCLEOSE license (if applicable).**

Applicants must be at least age 21 on date of hire. No DWI/DUID convictions in last ten years. No Class B misdemeanor convictions in last 10 years. No Class A misdemeanor or felony convictions. No convictions, deferred adjudication, or probation for assault / family violence.

For more information, please contact:

Sgt. Red Hollwedel

(817) 410-3203 Fax (817) 410-3207

Email [phollwed@grapevinetexas.gov](mailto:phollwed@grapevinetexas.gov)

## **POLICE OFFICER EXAMINATION SCHEDULE**

### **Return Personal History Statement:**

Applicants may turn in Personal History Statements and supporting documents any time prior to, but **no later than Thursday May 17, 2012 at 5:00 PM.**

**PLACE:** Grapevine Police Department  
307 W. Dallas Road  
Grapevine, Texas 76051

Applicant must present completed Personal History Statement (**in person**) or by certified mail (only you if live outside DFW metroplex), together with requested documents. The examination admittance pass, and test preparation manual will be distributed following acceptance of the Personal History Statement. **Non-local applicants may mail their applications (Certified Mail) to the address above (Attn: Sgt. Red Hollwedel). Mailed applications must be received no later than May 14<sup>th</sup>** to ensure enough turnaround time for admittance pass and test preparation manual to be mailed back to applicant.

### **ENTRANCE EXAMINATION: Written Assessment**

DATE: Tuesday May 22, 2012

TIME: 9:00 am

PLACE: Grapevine Golf Course Concourse  
3800 Fairway Drive  
Grapevine, Texas 76051

Check in will start at 8:00 AM. **Test will begin at 9:00 am.** No one will be admitted after 9:00 am. You must have your admittance pass and driver's license to be admitted. Please note if anyone leaves the building after the test has started, they will not be allowed re-entry.

Applicants need a score of 70 to pass the Written Assessment portion of the Entrance Examination. Those passing the Written Assessment will move on to the Physical Assessment portion of the Entrance Examination.

Test scores will be posted when test scoring is completed on the entry doors of the Grapevine Golf Course Concourse and no later than 12:45 pm at the Grapevine Community Activity Center. Those individuals passing the entrance examination will report for the Physical Assessment at the Soccer Field East of the Community Activity Center at 1:00 pm.

### **ENTRANCE EXAMINATION: Physical Assessment**

DATE: Tuesday May 22, 2012

TIME: 1:00 pm

PLACE: Soccer Field East of Community Activities Center  
E. Nash/Berry Streets, Grapevine, Texas 76051

Bring athletic wear; **do not bring weapons**. The exam consists of: 190 lb dummy drag; quarter mile obstacle run with six foot wall stairs, culverts, and additional obstacles (maximum time allowed 2 minutes and 30 seconds); handgun dry fire, and shotgun dry fire. Handgun and shotgun will be supplied by Grapevine Police Department. Applicants passing the physical agility exam will be scheduled for an interview date and time.

### **PRELIMINARY SCREENING INTERVIEWS:**

DATES: Wednesday May 23, 2012  
Thursday May 24, 2012  
Friday May 25, 2012

TIME: 8:00 am – 6:00 pm

PLACE: Grapevine Police Department  
307 W. Dallas Road  
Grapevine, Texas 76051

APPLICANTS MUST SUCCESSFULLY PASS THE FOLLOWING TO BE HIRED:

- |                                    |                          |
|------------------------------------|--------------------------|
| 1. Written test                    | 6. Polygraph Examination |
| 2. Physical Assessment             | 7. Psychological Exam    |
| 3. Preliminary Screening Interview | 8. Physical examination  |
| 4. Background Investigation        | 9. Drug screen           |
| 5. Credit Check                    | 10. Chief's review       |

## **POLICE OFFICER BENEFITS SUMMARY**

### **BASE PAY**

Starting Police Recruit Salary is \$4,066.78 monthly plus benefits (those attending Basic Academy). \$4,270.11 monthly plus benefits for applicants with TCLEOSE License and less than 24 months Police Officer experience. \$4,483.64 monthly plus benefits for applicants with TCLEOSE License and more than 24 months Police Officer experience.

### **IN ADDITION TO BASE PAY:**

1. Longevity Pay: \$4 per month times years of service, up to 25 years.
2. Incentive Pay: \$50 per month for an Intermediate TCLEOSE Certificate,  
\$75 per month for an Advanced TCLEOSE Certificate,  
\$110 per month for a Master TCLEOSE Certificate.
3. Court Pay: Required court appearances are paid time & one half.
4. Retirement: TMRS at 20 years, city match 2:1, vested after 5 years.

### **OTHER BENEFITS:**

1. 120 hours sick leave each year
2. 120 hours paid vacation
3. 9 paid holidays
4. Deferred Compensation Plan
5. Military leave
6. Sick leave buy back
7. Medical, dental, vision and life insurance
8. Issued uniform and equipment. Department issued Glock 22 handgun.
9. Uniforms dry cleaned at Department expense.